

# INDIVIDUAL SERVICE PLAN POLICY

POLICY TITLE	201 Individual Service Plan
HEADER INFO - Adopted - Revised	201 Individual Service Plan 11/90 10/94, 08/02, 07/07, 08/14, 2/20, 1/21
RULE REFERENCE	44889-8-27-5123-4-02; 5123-3-2-01
GLOBAL POLICY STATEMENT  (what and why)	<p>It is the policy of CICL to implement the ISP as agreed upon by the individual and the interdisciplinary team. ISP's should reflect what is important <b>TO</b> and important <b>FOR</b> the individual being served. We believe a good ISP includes input from CICL staff and identifies the services CICL agrees to deliver. CICL will only provide services reflected in the ISP following the guidance of DODD regulations.</p>
GUIDELINES/PROCESS STATEMENTS (how)	<p><b>Individual Service Plans (ISP)</b></p> <ul style="list-style-type: none"> <li>• The County Board of DD Services SSA completes an Individual Service Plan for each client involved in Choices in Community Living, Inc. The Individual Service Plan has a description of the services important to and for the client's needs, concerns, and interests.</li> <li>• Request for changes to the Individual Service Plan of a client should be given to the SSA and shared with the Interdisciplinary Team.</li> <li>• The Program Directors will enter or designate the ISP task elements into CICL's electronic documentation system, make sure that the Individual Services Plans are available to the individual, managers and direct care staff, and that the service plans are up to date.</li> <li>• Program Managers will ensure that the appropriate training for implementing ISP services occurs prior to providing services.</li> <li>• Program Managers monitor the implementation of the ISP and ensure proper documentation of services provided.</li> </ul> <p><b>Interdisciplinary Team</b>            The interdisciplinary Team considers the interests, aspirations, and concerns of individuals who are unable to speak for themselves. The team reviews what they know about the client and pays attention to the client's nonverbal language or other forms of communication. Person Centered Planning should be used to develop the goals, outcomes and services for individuals. Interdisciplinary Team meetings occur initially and annually at a minimum. The team is expected to maintain frequent and on-going communication regarding the ISP and services.            The Annual Individual Service Plan packet should be completed prior to the Individual Service Plan meeting (Residential and/or Day Hab). The interdisciplinary Team will review the needs of the client and create a list of</p>

# Individual Service Plan Goals

**Mike Jess**



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